

HUMAN RESOURCES DIRECTOR

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

To plan, direct, manage and oversee the activities and operations of the Human Resources Department including employee development and training, recruiting and placement and compensation and benefit plan administration; to coordinate assigned activities with other departments and outside agencies; and to provide highly responsible and complex administrative support to the City Manager.

SUPERVISION RECEIVED AND EXERCISED

Receives general administrative direction from the City Manager.

Exercises direct supervision over professional staff.

ESSENTIAL FUNCTION STATEMENTS – *Essential responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Assume full management responsibility for all department services and activities including employee development and training, recruitment and placement and compensation and benefit administration; recommend and administer policies and procedures.
2. Manage the development and implementation of departmental goals, objectives, policies and priorities for each assigned service area.
3. Establish, within City policy, appropriate service and staffing levels; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; allocate resources accordingly.
4. Plan, direct and coordinate, through subordinate level staff, the Human Resources Department's work plan; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures; meet with key staff to identify and resolve problems.
5. Assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct and implement changes.
6. Coordinate with departments to design new positions; recommend reclassification requests and salary adjustments.
7. Direct the design and presentation of managerial and supervisory training programs for all departments; conduct periodic training needs assessment.
8. Direct the City's employment functions; assist departments in filling position vacancies; develop and monitor job descriptions; recruit qualified candidates and screen applicants.
9. Recommend and administer compensation plan and related policies; direct salary studies for compensation evaluation; prepare reports on findings and recommendations; direct benefit studies; develop cost-effective benefit programs for employees.

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Essential Functions:

10. Assist employees, supervisors and managers in understanding the application of personnel policies and practices; counsel employees concerning job-related issues; conduct pre-termination hearings; conduct exit interviews with terminating staff.
11. Oversee the maintenance of confidential personnel files for all employees, interns, City Council members and contract staff.
12. Investigate employee grievances; respond to and resolve employee complaints; oversee the application of discipline.
13. Select, train, motivate and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
14. Oversee and participate in the development and administration of the department budget; approve the forecast of funds needed for staffing, equipment, materials and supplies; approve expenditures and implement budgetary adjustments as appropriate and necessary.
15. Explain, justify and defend department programs, policies and activities; negotiate and resolve sensitive and controversial issues.
16. Represent the Human Resources Department to other departments, elected officials and outside agencies; coordinate assigned activities with those of other departments and outside agencies and organizations.
17. Provide staff assistance to the City Manager; participate on a variety of boards, commissions and committees; prepare and present staff reports and other necessary correspondence.
18. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of human resources.
19. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Operations, services and activities of a comprehensive human resources program.
Principles and practices of human resources management.
Principles and practices of program development and administration.
Methods and techniques of research and analysis.
Quantitative methods related to organizational research in the personnel field.
Principles and practices of local budget preparation and administration.
Principles of supervision, training and performance evaluation.
Position classification and salary administration programs.
Principles and practices of benefits plan administration.
Business and personal ethics.
Advanced principles and practices of record keeping.
Modern office procedures, methods and equipment including computers.
Applicable computer software applications.
Pertinent Federal, State and local laws, codes and regulations.

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Ability to:

Manage and direct a comprehensive human resources administration program.
Develop and administer departmental goals, objectives and procedures.
Analyze and assess programs, policies and operational needs and make appropriate adjustments.
Plan, organize, direct and coordinate the work of lower level staff
Delegate authority and responsibility.
Select, supervise, train and evaluate staff.
Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
Design and present training programs for all departments.
Oversee and participate in recruitment and selection activities.
Conduct comprehensive compensation and benefit studies.
Implement and administer cost effective employee benefits programs.
Interpret and explain personnel policies and procedures.
Investigate employee grievances.
Prepare clear and concise administrative and financial reports.
Prepare and administer large and complex budgets.
Interpret and apply applicable Federal, State and local policies, laws and regulations.
Operate office equipment including computers and supporting word processing and spreadsheet applications.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.
Maintain physical condition appropriate to the performance of assigned duties and responsibilities.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Six years of increasingly responsible public sector human resources administration experience including three years of management and administrative responsibility.

Training:

Equivalent to a Bachelors degree from an accredited college or university with major course work in human resources management, business administration, public administration or a related field.